

**BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Date and Time: **Wednesday, March 18, 2020 5:45 P.M.**
Location: **Jewelers Edge, 416 Oak St. Baraboo, WI**
BID Members Noticed: S. Fay, N. Marklein Bacher, B. Stelling, T. Wickus, T. Kolb, Tiffany Sloan, Samantha Ramsey Brunker, Mike Yount
Others Noticed K. Downing
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approval of the minutes of the February 19 2020 meeting.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

OLD BUSINESS

- Civic Center Mural
- Branding Committee Update

NEW BUSINESS

- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – April 15, 2020 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.

Agenda prepared by S. Fay
Agenda posted by D. Munz on 03/17/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes
2/19/20

Present: Members: Brunner, Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

President Fay called the meeting to order at 5:46 p.m.

Approval of December 2019 minutes: Wickus/Stelling

Adoption of Agenda: Kolb/Stelling

President: None

Secretary: None

Treasurer: Plans to meet with City Finance Director to discuss admin charges

Appearances: Garlands have been removed

Business Development: None

Finance: Will meet with City Finance Director

Parking: Mural is in progress

Promotions: Plans to meet

Old Business

Branding update: The branding committee has commissioned someone to draft articles and take pictures about our area.

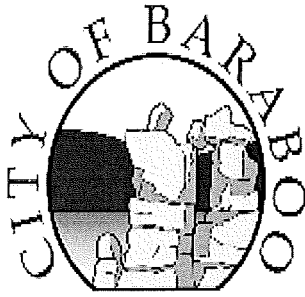
New Business

1. Tabled budget amendment pending meeting with City Finance Director for more information
2. Approval of financial reports-Will discuss any future policy to approve financial reports
3. Approval of Funds for 2020 Branding Initiative \$5,000 to BACC
 - a. Motion to move funds from reserves and pay invoice Stelling/Sloan
4. Annual Report-Committee Chairs reminded to draft reports
5. Committee status update
 - a. Yount on Business Development and Parking
 - b. Kolb on Parking and Business Development
 - c. Marklein Chair Business Development
6. Discussion of open BID retailer seat-Received interest
7. Approval of Vouchers:
 - a. Baraboo Area Chamber of Commerce for Branding Initiative \$5,000

Total: \$5,000

Approved: Sloan/Yount

Motion to adjourn at 6:36 p.m. by Fay/Kolb



CITY OF BARABOO
101 SOUTH BLVD
BARABOO WI 53913
608-355-2700 Phone

INVOICE

Invoice Number: 11753
Invoice Date: 12/31/2019
Customer Number: 77
Amount Due: \$1,239.48
Due Date: 03/14/2020

Bill To: Business Improvement District
Baraboo WI 53913

Parcel #:

Quantity	Description	Unit Price	Net Amount
1	BID HEALTH 4TH QTR 2019	304.54	304.54
1	BID WAGES 4TH QTR 2019	738.17	738.17
1	BID SS 4TH QTR 2019	52.51	52.51
1	BID RETIREMENT 4TH QTR 2019	58.69	58.69
578	BID COPIES B&W 4TH QTR 2019	.02	11.56
143	BID COPIES COLOR 4TH QTR 2020	.07	10.01
1	BID POSTAGE 4TH QTR 2019	64.00	64.00
BANK 10 FUND		Invoice Total:	\$1,239.48

Return This Portion with Your Payment

12/31/2019 Customer Number: 77

Amount Due: \$1,239.48

Amount Paid: _____

Customer Name: Business Improvement District

Invoice Number: 11753

Make Check Payable to:

Baraboo WI 53913

☐ Check box for address change and
print correct address on reverse side

CITY OF BARABOO

101 SOUTH BLVD
BARABOO WI 53913
608-355-2700 Phone

City of Baraboo
BID Fund 390
Balance Sheets
February 29, 2020 and December 31, 2019

Assets:	February 29, 2020	December 31, 2019
Current Assets:		
Cash	\$ 94,063.16	\$ 69,036.42
BID Assessment Receivable	15,492.87	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
Total Current Assets	117,115.80	76,596.19
Total Assets	\$ 117,115.80	\$ 76,596.19
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 1,239.48
Due to General Fund	1,443.06	1,443.06
Total Liabilities	1,443.06	2,682.54
Fund Equity:		
Fund Balance	75,153.13	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	40,519.61	7,763.26
Total Fund Equity	115,672.74	73,913.65
Total Liabilities and Fund Equity	\$ 117,115.80	\$ 76,596.19

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Two Months Ending February 29, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	-	1,000.00	-
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ 45,519.61	\$ 47,900.00	95.03
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Debt Service	\$ -	\$ -	\$ -	-
Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Capital Projects	\$ -	\$ -	\$ -	-
Community Development				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	-	2,000.00	-
Accounting Services	-	-	800.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	-	19,000.00	-
Promotions	5,000.00	5,000.00	20,500.00	24.39
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 5,000.00	\$ 5,000.00	\$ 47,900.00	10.44
Total Expenditures	\$ 5,000.00	\$ 5,000.00	\$ 47,900.00	10.44
Net Revenues/(Expenditures)	\$ (5,000.00)	\$ 40,519.61	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
February 29, 2020 and December 31, 2019

Assets:	February 29, 2020	December 31, 2019
Current Assets:		
Cash	\$ 1,945.29	\$ 1,945.29
Total Current Assets	<u>1,945.29</u>	<u>1,945.29</u>
Total Assets	<u>\$ 1,945.29</u>	<u>\$ 1,945.29</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
Total Fund Equity	<u>1,945.29</u>	<u>1,945.29</u>
Total Liabilities and Fund Equity	<u>\$ 1,945.29</u>	<u>\$ 1,945.29</u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Two Months Ending February 29, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	

Date	Journal	Reference Number	Payee or Description			Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2020 (00/20) Balance			390-10-55180-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		.00 Unexpended	.00		
Facility Improvements			01/01/2020 (00/20) Balance			390-10-56710-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		.00 Unexpended	.00		
Cost Reallocation			01/01/2020 (00/20) Balance			390-10-59230-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		.00 Unexpended	.00		
Cost Reallocation			01/01/2020 (00/20) Balance			390-10-59243-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		.00 Unexpended	.00		
Publishing			01/01/2020 (00/20) Balance			390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		.00 Unexpended	.00		
Professional Services			01/01/2020 (00/20) Balance			390-69-56700-215-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		2,000.00 Unexpended	2,000.00		
Accounting Services			01/01/2020 (00/20) Balance			390-69-56700-219-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		800.00 Unexpended	800.00		
Parking Lot Development			01/01/2020 (00/20) Balance			390-69-56700-300-970			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		1,500.00 Unexpended	1,500.00		
Appearances/Banners			01/01/2020 (00/20) Balance			390-69-56700-300-971			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		19,000.00 Unexpended	19,000.00		
Promotions			01/01/2020 (00/20) Balance			390-69-56700-300-972			.00
02/18/2020 AP		164	CHAMBER OF COMMERCE BARABOO				5,000.00		
			**VendorNo: 461 **Inv. No: 16063 **Desc: BID-JEM MARKETING PROJECT						
			**Inv. Date: 2/18/2020 **PO No:						
YTD Encumbrance		.00 YTD Actual	5,000.00 Total	5,000.00 YTD Budget		20,500.00 Unexpended	15,500.00		
Business Development			01/01/2020 (00/20) Balance			390-69-56700-300-973			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		3,250.00 Unexpended	3,250.00		
Office Supplies			01/01/2020 (00/20) Balance			390-69-56700-310-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		200.00 Unexpended	200.00		
Operating Supplies			01/01/2020 (00/20) Balance			390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget		.00 Unexpended	.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Insurance			01/01/2020 (00/20) Balance	390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	
Number of Transactions: 1 Number of Accounts: 14					Debit	Credit	Proof
Total BID:					5,000.00	.00	5,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2020 (00/20) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2020 (00/20) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2020 (00/20) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 3					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 1 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					5,000.00	.00	5,000.00